



301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

Board Number: \_\_\_\_\_
Date Received: \_\_\_\_\_
For Board Use Only

APPLICATION FOR RENEWAL AS A CONTINUING EDUCATION ACTIVITY IN NEBRASKA

This application is to be used by an education provider applying for renewal of an active continuing education activity. Except for the seven-hour Uniform Standards of Professional Practice Continuing Education course, the seven-hour valuation bias and fair housing laws and regulations course, and the four-hour valuation bias and fair housing laws and regulations course, which expires on the date on which the approval by the Appraiser Qualifications Board expires, a continuing education activity expires on the date five years after the date of approval. An education provider may renew a continuing education activity not required to be resubmitted as specified in 298 NAC Chapter 6, § 003.03A. A separate application form must be filed for each continuing education activity submitted for renewal, and the application must be postmarked prior to the date of expiration. Applicants should carefully read Chapter 6 of Title 298 of the Nebraska Administrative Code before completing the information below. Any application deemed to be incomplete may be returned.

Education Provider Information

Education Provider Name: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Last First Middle

Address: \_\_\_\_\_ PO Box or Street Number City State Zip Code + 4

\_\_\_\_\_ Email Address Area Code + Phone Number

Continuing Education Activity Information

Activity Title: \_\_\_\_\_

Activity Length (Hours): \_\_\_\_\_

Nebraska Continuing Education Activity Approval Number: \_\_\_\_\_

Activity Expiration Date: \_\_\_\_\_

Activity Setting: [ ] Classroom [ ] Synchronous [ ] Asynchronous [ ] Hybrid

Synchronous educational offering means, the instructor and students interact simultaneously online, similar to a phone call, video chat or live webinar, or web-based meeting. Asynchronous educational offering means the instructor and students' interaction is non-simultaneous, and the student progresses at their own pace and follows a structured course content and quiz/exam schedule.



## Expiration and Rescinding Approval

1. Except for the seven-hour Uniform Standards of Professional Practice Continuing Education Course, and the four-hour valuation bias and fair housing laws and regulations course, which expires on the date on which the approval by the Appraiser Qualifications Board expires, a continuing education activity shall expire on the date five years after the date of approval.
2. The Board may rescind approval of a continuing education activity if the Board finds:
  - 1) Falsification of information submitted for activity approval,
  - 2) A change in approval by Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
  - 3) A change in status of the qualifications specified in 298 NAC Chapter 6, § 001.15 under which a distance education activity was approved,
  - 4) Substantial errors and/or deficiencies in the materials or presentation,
  - 5) The materials, theories, and/or methodologies are not current and/or practical,
  - 6) The instructor(s) responsible for the activity content and presentation do not meet the qualifications specified in 298 NAC Chapter 6, § 005,
  - 7) The activity content and/or policies are not communicated or administered as approved,
  - 8) A material violation of the Real Property Appraiser Act or Title 298 by the education provider or instructor for the activity, or
  - 9) There is a change in the secondary provider's rights to the activity.
3. If reason to rescind its approval of an activity is found, a written notice shall be made to the education provider that includes a description of the reason(s) for rescinding approval. The education provider has sixty (60) days from the date of notice to provide a written response. If the response is satisfactory to the Board, the Board will not rescind its approval. If the response is not satisfactory to the Board, or no response is received, the Board may rescind approval of the activity. If approval is rescinded, the education provider may file a new application for approval of the qualifying education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.
4. Nothing in 298 NAC Chapter 6 may be construed to preclude education providers from surrendering approval of education activities.

## Directions

1. Complete entire application. If required information is not provided, application will be considered incomplete and may be returned.
2. Along with the application, all information requested in the APPLICATION CHECKLIST section, as applicable, must be included.
3. Mail application, fee, and supporting documentation to:

NEBRASKA REAL PROPERTY APPRAISER BOARD  
PO BOX 94963  
LINCOLN NE 68509-4963

Deliver to (FedEx or UPS):

NEBRASKA REAL PROPERTY APPRAISER BOARD  
301 CENTENNIAL MALL SOUTH, FIRST FLOOR  
LINCOLN NE 68508

4. Questions or concerns may be directed to Board staff at 402-471-9015 or [nrpab.education@nebraska.gov](mailto:nrpab.education@nebraska.gov).